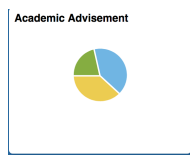


UWinsite Student


ACADEMIC ADVISEMENT

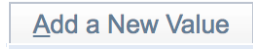
GENERATING AN ADVISEMENT REPORT

The Advisement Report (ADV) replaces the degree audit (DARS).



STEP 1: Click on the  tile on your homepage.

STEP 2: Click on  **Request Advisement Report** in menu.

STEP 3: Click on  tab.

STEP 4: Enter Student ID in 


STEP 5: Choose Report Type 

STEP 6: Click 

STEP 7: Click  to generate report.

You can view the Advisement Report online (collapsed view or expanded view) or as a PDF document.

Example: Collapsed View

-  **THIS REPORT IS FOR ADVISING ONLY**
-  **Undergraduate Degree Requirements**
-  **Bachelor of Arts (Honours) - Political Science**
-  **Minor in History**

NOTE: Clicking on line will expand view of the report section.

To view Advisement Report as PDF, click 

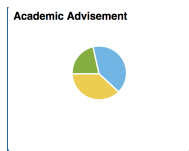
Advisement Report Legend:  Taken  In Progress  Planned

An Advisement Report (ADV) is only one of four types of reports that can be generated:

ADV	Academic Advisement Report
NOIP	Exclude In-Progress Courses
REQ	Enrol by Requirements Report
WHIF	What-If Advisement Report

GENERATING A WHIF REPORT

The What-If Report (WHIF) generates an Advisement Report for possible what-if scenarios such as changing majors or adding a minor and repeating a course with an improved grade.



STEP 1: Click on the  tile on your homepage.

STEP 2: Click on  **Request Advisement Report** in menu.

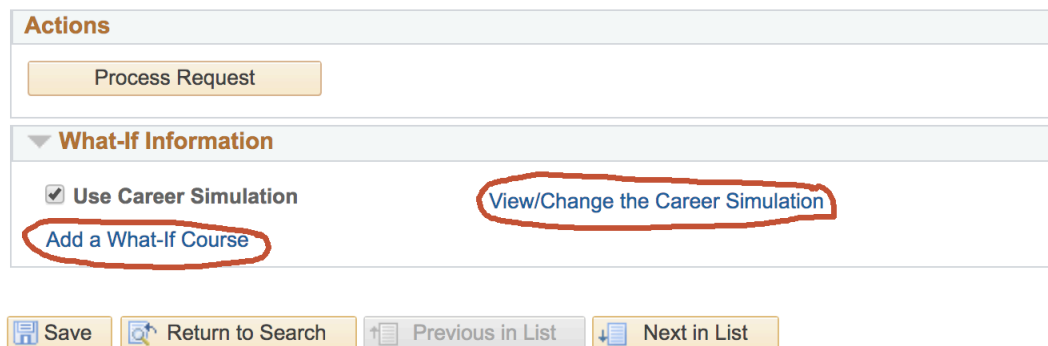
STEP 3: Click on tab.

STEP 4: Enter Student ID in 

STEP 5: Choose Report Type

STEP 6: Click

This brings up a what-if page that provides for different scenario options.



The screenshot shows a web interface for generating a WHIF report. It features several sections: an 'Actions' section with a 'Process Request' button; a 'What-If Information' section with a checked 'Use Career Simulation' option and a 'View/Change the Career Simulation' link; and an 'Add a What-If Course' link. At the bottom, there are navigation buttons: 'Save', 'Return to Search', 'Previous in List', and 'Next in List'. Red circles highlight the 'Add a What-If Course' link and the 'View/Change the Career Simulation' link.

STEP 7: Choose the what-if scenario (see below).

STEP 8: Click under Actions.

What-If Scenarios

Add a What-If Course	What if the student repeats a course and achieves a higher grade?
<input checked="" type="checkbox"/> Use Career Simulation View/Change the Career Simulation	What if the student changes majors? What if the student adds a minor? What if the student adds a sub-plan?

Example: Repeat Course with Improved Grade

▼ **What-If Information**

Use Career Simulation

Term	Subject	Catalog Nbr	Course Name	Grade	Units	Requirement Designation	Topic ID
1 2189	0248	262	Intro to Criminal Justice	75	3.00		<input type="text"/>

In this example, the student previously had a grade of 51 in the 0248262 course; you could check the Advisement Report to see how her GPAs might be affected if she repeated this course and achieved a grade of 75.

Adding a Minor to Plan:

STEP 1: Check **Use Career Simulation**

STEP 2: Click [View/Change the Career Simulation](#)

STEP 3: Click on career simulation page.

STEP 4: Under [Plan What-If Data](#), click

STEP 5: For Academic Plan, click to view list of plans.

STEP 6: Choose the minor plan you wish to add.

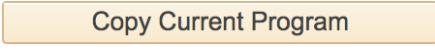
STEP 7: Click

STEP 8: Click under Actions.

Changing Major:

STEP 1: Check **Use Career Simulation**

STEP 2: Click [View/Change the Career Simulation](#)

STEP 3: Click  on career simulation page.


STEP 4: Under [Plan What-If Data](#), click 

STEP 5: For Academic Plan, click  to view list of plans.

STEP 6: Choose the major plan you wish to add.

STEP 7: Page to the original major plan and click 

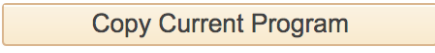
STEP 8: Click 

STEP 9: Click  under Actions.

Adding a Sub-Plan:

STEP 1: Check **Use Career Simulation**

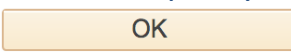
STEP 2: Click [View/Change the Career Simulation](#)

STEP 3: Click  on career simulation page.

STEP 4: Under [Sub-plan What-If Data](#), click 

STEP 5: For Academic Sub-Plan, click  to view list of optional plans.

STEP 6: Choose the sub-plan you wish to add.

STEP 7: Click 

STEP 8: Click  under Actions.

WHERE DO I FIND 'UNUSED' COURSES?

For courses not used to satisfy program requirements (courses that previously fell to the bottom of the DARS), expand the 'THIS REPORT IS FOR ADVISING ONLY' section to view 'Courses Not in Use for Satisfying Plan Requirements'.

Example:

THIS REPORT IS FOR ADVISING ONLY

This report is a tool used to understand degree requirements and is not meant to replace personal academic advising.

Although efforts have been made to ensure the accuracy of this report, it is the responsibility of each student to be aware of the requirements as stated in the relevant University of Windsor Calendar. [RG 11503]






Courses Not Used [VALIDATION ONLY]

Courses not used for satisfying requirements [RQ 20206]

Courses Not in Use for Satisfying Plan Requirements

Courses Not in Use for Satisfying Plan Requirements: [LN 10]

The following courses were used to satisfy this requirement:

Personalize View All 							
		First 		1-3 of 3 		Last	
Course	Description	Units	When	Grade	Status		
0134 160	Reasoning Skills	3.00	InterSummer 2018	VW			
0246 218	Everyday DisputesTheir Resoln	3.00	Winter 2018	44			
0253 220	Women's Bodies, Women's Health	3.00	Winter 2018	47			

CUMULATIVE AND MAJOR GPA

The Advisement Report lists the minimum cumulative and major GPA required for a student's program and plan under **Residency and Grade Point Average Requirements** in the report.

Example: Residency and Grade Point Average Requirements for Honours Criminology

Residency and Grade Point Average Requirements - Sociology Anthropology and Crim

Not Satisfied: Residency and Grade Point Average Requirements [RQ 20989]

▶ Residency Requirement

▶ Minimum of 60% Cumulative GPA [drill down for details]

▶ Minimum of 70% Major GPA [drill down for details]

When you drill down for details, it will tell you whether or not the requirement has been satisfied.

Example: Cumulative GPA

▶ Minimum of 60% Cumulative GPA [drill down for details]

Not Satisfied: Minimum of 60% Cumulative GPA. [LN 201]

Note: If you are currently repeating a course, the original grade attempt will be excluded in the GPA calculation. Therefore, the status of this requirement may not reflect your actual CGPA until the repeated courses has been graded.

- GPA: 60.000 required, 58.500 actual

*student's cum ave
falls below 60*

Example: Major GPA

▶ Minimum of 70% Major GPA [drill down for details]

Not Satisfied: Minimum of 70% Major GPA (Honours). [LN 301]

Note: If you are currently repeating a course, the original grade attempt will be excluded in the GPA calculation. Therefore, the status of this requirement may not reflect your actual Major GPA until the repeated courses has been graded.

- GPA: 70.000 required, 60.143 actual

*student's maj ave
falls below 70*

MAKING EXCEPTION RECOMMENDATIONS

STEP 1: Run an Advisement Report

STEP 2: Identify the Requirement Group [RG], Academic Requirement [RQ] and the appropriate Requirement Line [LN] where the exception is to be applied.

STEP 3: Complete the Course Equivalency Form and send to Associate Dean for approval.

Example: Substituting one course for another the old DARS way and the new Advisement Report way.

DARS

<input type="checkbox"/>	A TOTAL OF FORTY COURSES ARE REQUIRED FOR THIS PROGRAM. PLEASE SELECT THESE COURSES ACCORDING TO THE FOLLOWING REGULATIONS. THE REGULATIONS ARE DEFINED IN 7 SETS OF REQUIREMENTS.
	Sub-Requirements Taken: 2 Remaining: 6
	Courses Taken: 15 Remaining: 25
<input type="checkbox"/>	Major.1 - MAJOR REQUIREMENTS. You must take nineteen Political Science courses according to the following rules. Students are strongly encouraged to take at least one course from each subfield, including Canadian Politics; Comparative Politics; International Relations and Development Studies; Political Theory, Culture and Religion; and Public Administration, Law and Policy. Please see the current Web Calendar for courses in each subfield.
	Sub-Requirements Taken: 1 Remaining: 4
	Courses Taken: 7 Remaining: 12
<input type="checkbox"/>	Major.1.1 - You must take 02-45-100, 02-45-130, 02-45-160, and 02-45-275
	You have successfully completed or are currently registered in the following 3 courses:
	02-45-100 (2018 Winter) 73
	02-45-130 (2018 Winter) 78
	02-45-160 (2018 Fall)
	You need to take 1 more course from the following:
	02-45-275
<input type="checkbox"/>	Major.1.2 - You must take 45-251 or 45-252.
	You need to take 1 more course from the following:
	02-45-251, 02-45-252

Substitute #6-230 for 45-275

COURSE EQUIVALENCY - DARS

Office of the Registrar
COURSE EQUIVALENCY FORM
(formerly DARS Exception form)



SECTION A: TO BE COMPLETED BY THE PROGRAM CHAIR, HEAD, OR DIRECTOR

Student ID #:	XXX XXX XXX
Student Name:	XXXXX XXXXXXX
Program:	BA[H]-Political Science
Required Course:	Major 1.1: 02-45-275 (Introduction to Research Methods)
Substitute Course:	02-46-230 (Social Science Research Methods)

old course code

DARS Requirement Reasons for Course Equivalency Substitution

The Senate policy states that course substitutions may be granted in exceptional circumstances. Note that when the original course requirement is available, course equivalencies are not to be granted.

Check one or more of the following:

- the required course is no longer offered
- the required course is not available to the student within the following three semesters
- the required course is not available to the student within a given semester and not permitting the course substitution would prevent the student's normal progression to graduation
- the required course is not available within a time period that includes the graduating semester

Other - Specify:

Student switched programs from Psychology and has already successfully completed 46-230; this course covers content similar to 45-275 with relatively similar learning outcomes achieved.

Criteria for Equivalency

ADVISEMENT REPORT

Plan Requirements

Not Satisfied: Plan Requirements [RQ 20372]

▼ Core Political Science Courses (1)

Not Satisfied: Complete all of the following: [LN 10]

- Units: 12.00 required, 9.00 taken, 3.00 needed

*substitute psyc research methods
for pols research methods*

The following courses may be used to satisfy this requirement:

		Personalize	View All	First	1-4 of 4	Last
Course	Description	Units	When	Grade	Status	
0245 100	Intro/Can Government Politics	3.00	Winter 2018	73	✓	
0245 130	Comp Politics in Changing Wld	3.00	Winter 2018	78	✓	
0245 160	Intro to Intl Relations	3.00	Fall 2018		◇	
0245 275	Research Mthds - Political Sci	3.00				

COURSE EQUIVALENCY – AR

Office of the Registrar
COURSE EQUIVALENCY FORM
(formerly DARs Exception form)



SECTION A: TO BE COMPLETED BY THE PROGRAM CHAIR, HEAD, OR DIRECTOR

Student ID #:	XXX XXX XXX
Student Name:	XXXXX XXXXXXX
Program:	BA[HI]-Political Science
Required Course	[RQ 20372][LN10] - POLS-2750 (Introduction to Research Methods)
Substitute Course:	PSYC-2300 (Social Science Research Methods)

new course code

Advisement Report Requirement

Reasons for Course Equivalency Substitution

The Senate policy states that course substitutions may be granted in exceptional circumstances. Note that when the original course requirement is available, course equivalencies are not to be granted.

Check one or more of the following:

- the required course is no longer offered
- the required course is not available to the student within the following three semesters
- the required course is not available to the student within a given semester and not permitting the course substitution would prevent the student's normal progression to graduation
- the required course is not available within a time period that includes the graduating semester

Other - Specify:

Student switched programs from Psychology and has already successfully completed 46-230; this course covers content similar to 45-275 with relatively similar learning outcomes achieved.

Criteria for Equivalency